

Southwest Civilian Personnel Operations Center

Fort Riley, Kansas

SWCPOC

Trailblazer

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Together Everyone Achieves More

Jun 2000

FROM THE TRAIL BOSS

Integrating Class and S&SD



The DASA-CPP recently approved the integration of the classification and staffing functions in all of the CPOCs in CONUS. The intended outcome of this integration of functions is to provide a single point of contact on staffing and classification actions, which will result in enhanced customer service.

The SWCPOC has established an Integration Committee that will make recommendations on how we can more effectively and efficiently form into Customer Focused Branches (CFBs). The committee is hard at work determining branch assignments and the training needed to make this integration a success.

We are looking forward to exciting times ahead as we work toward the target completion date (30 Jun 2001).

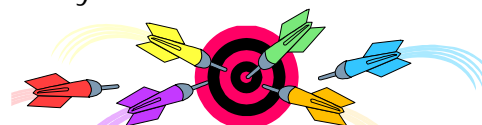
Going Forth with RESUMIX

As of end of May 00, RESUMIX has been deployed at every installation within the Southwest Region, except for one. We are



now processing nearly 2000 resumes and 3000 self-nominations per month. The numbers are steadily increasing as more and more employees become familiar with the RESUMIX procedures.

RESUMIX is already proving to be a real success story!



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FORGING AHEAD WITH CLASS



So You Want Quick Answers?

Have you ever needed a quick answer to a classification or position management question?

Have you ever wanted to know how to classify a job?

Have you thought about taking a "no fuss" course in Classification?

If you answered yes to any of these questions, check out our web page - www.swcpoc.army.mil, then click on Functions, then go to Classification.

There you will find several tutorials, guides, and references on the basics of classification, including position management, supervisory requirements, etc. You can even access the tutorial on the Basic Position Management and Classification course!

Do You Know About SCPDs?



(Audrey Blake, CD) DoD has created Service-specific COREDOCS. These jobs, which are called Standard Core Personnel Documents (SCPDs), are standardized PDs that can be used much the same way as jobs obtained from PD Library.

They have been developed for specific series and grade levels designed to be applicable across DoD.

One of the requirements when using these SCPDs is that they must be implemented without significant change because unless the user chooses ALL duties in an SCPD, the potential exists for the user to produce a misclassified core document.

Remember - If you use SCPDs without significant change, they are considered properly classified and need no further classification review once received by the CPOC.



If you need a more personalized job and need to edit the duties, we encourage you to use the regular COREDOC occupational series menus.

View sample SCPDs at:
<http://www.cpms.osd.mil/scpd/dasindex.htm>.

Customer Feedback Form Just For You



Our Customer Feedback Form is on the first page of the SWCPOC website. Check it out at: <http://www.swcpoc.army.mil>.

Take a couple of minutes and give us some feedback about the service we provide. The comments, suggestions and other critiques are noted and evaluated.

If a member of the SWCPOC staff has provided good service, we pass on your praise to that staff member. If we are not

meeting your expectations, we research the reasons and try harder the next time.

Keep the feedback coming!
We really want to hear
from our customers!



Test Your Knowledge

What document represents a job being performed and is used for purposes of identifying pay, training, appraisal, promotion and retention?

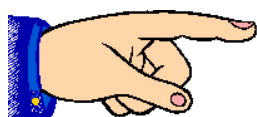
Answer: A position description!



(Audrey Blake, CD) The position description must accurately state the major duties, responsibilities, and essential knowledge and/or skills required to successfully perform the work.

The position description also serves many other purposes, i.e., determining and evaluating qualifications; establishing a framework for preparing performance standards; establishing organizational structure and work flow; establishing competitive levels; and, providing basic evidence of work assigned and performed for appeal cases.

Many position descriptions are already available for immediate use or may be edited to reflect mission requirements. Use FASCLASS, PD Library and COREDOC !



Things to remember when using automated Class Tools

☺ Indicate the source used, i.e., FASCLASS, PDL or COREDOC. It will speed the process to know which FASCLASS or PDL number was used to prepare the draft.

☺ Indicate what paragraphs were added or deleted on the position description. You can do this by setting the "CHANGE TRACKER" on your word processing software.

Rule of Thumb: Unedited FASCLASS, COREDOC and PD Library position descriptions will be processed faster than edited. *When using automated tools, THE FEWER CHANGES MADE, THE BETTER!*



STAFFING THE WAGON TRAIN

Working With RESUMIX



(Rhonda Trecek, S&SD) So far, RESUMIX seems to be working quite well. Every day we get more and more resumes and self-nominations. The rate of rejection of resumes has dramatically decreased since we deployed our first activity in January 2000 - and right now we are experiencing about a 30% rejection rate.

The most common rejection errors are:

⇒ Resumes are submitted without the supplemental data.

⇒ Supplemental data is submitted without the resume.

⇒ Resumes with supplemental data or self-nominations are sent as an attachment to the email message.

⇒ Resume is not prepared in a format compatible with the RESUMIX system.

For more information on RESUMIX including briefing slides, resume kit, Manager's Guide, and instructions, go to www.scpoc.army.mil/Employment.shtml.

Send us your feedback on how RESUMIX is working for you.

The Feedback Form is at:

www.swcpoc.army.mil.



Standard On-Line Applicant Review System (SOARS)

SOARS is the method by which applicants can view their resume in the RESUMIX database.

Tips to remember about SOARS

☀ An applicant will receive an automatic receipt notification when a resume or self-nomination is submitted via email.



If resumes are sent in as hard copy, we have to scan them into the database. (NOTE: Scanning may cause jumbled or unreadable information if the font cannot be properly transcribed or if the resume contains special characters or bullets.) The font Courier 12 seems to work best when resumes have to be scanned.

SWCPOC staff members will not update or correct mistyped or jumbled characters in the resume or supplemental data. An applicant must submit a new resume with supplemental data to update or correct the information.

Resumes are generally processed within three working days of receipt at the SWCPOC.

Applicants can access SOARS to view their resume after it is processed at : <http://www.swcpoc.army.mil/Employment.shtml>. (NOTE: Supplemental data is not viewable through SOARS.)

The resume viewed by the applicant is the same resume that will be used by selecting officials when the applicant is referred for positions.

Have You Heard of CDRS?

The CPAC Data Response System (CDRS) is now available for use within the Southwest Region.



With CDRS access, the CPAC will be able to assist applicants who do not have Internet access so that they can view their resume or the status of a self-nomination once the referral list has been issued.

Applicant information can be accessed with the applicant's last name and Social Security Number (SSN).

CDRS is accessible only at the CPAC. (NOTE: The CPAC must have a User-ID and password to access the SWCPOC Extranet: <http://www.swcpoc.army.mil/Extranet.>)

NEW TRAILS WITH ABC-C



Thrift Savings Plan (TSP) Open Season

TSP Open Season
dates are from 15
May to 31 Jul 00.

(Ann Conyers, ABC-C) During the Open Season period, employees will be able to start or change the way future contributions are invested in the three different TSP funds. Any changes made prior to 1 Jul 00 will be

effective 2 Jul 00. Changes made after 1 Jul 00, will be effective the pay period following the change.



To start or change your contributions, call the Army Benefits Center-Civilian at 1-877-ARMY-CTR or log onto the Army Benefit Center web site at: www.abc.army.mil.



Open Season
changes affect
only your future

Remember: If you want to reallocate your TSP account, you must make an Interfund transfer by either going to the web site at www.tsp.gov, or by calling the ThriftLine at (504) 255-8777, or by completing the TSP-30, Interfund Transfer Request form and mailing it to the address shown on the form. This form can be obtained from the TSP web site at www.tsp.gov.

When Is a PIN Not a PIN?

When it's the wrong PIN!

To access your TSP account and make transactions on the TSP web site or the ThriftLine, you must use or have your 4-digit TSP PIN. This TSP PIN is different from the 6-digit PIN you use to access the ABC-C systems.

To request a lost or forgotten TSP PIN, use the TSP Web site at www.tsp.gov or the ThriftLine at (504) 255-8777 to have a new PIN number mailed to you.



To change a lost or forgotten ABC-C PIN, go to www.abc.army.mil, click on EBIS, click on PIN and click on FORGOT MY PIN.

Or, you can call ABC-C at 1-877-ARMY-CTR and enter an incorrect PIN three times. The system will automatically transfer you to a counselor who will ask you pertinent personal information that can be found on your Leave and Earnings Statement. Upon verification, the counselor will put you back into the system to change your PIN.



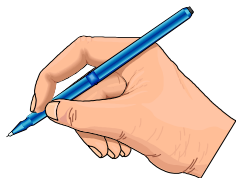
Have You Moved Recently?

Reminder to TSP participants: If your address has changed, contact your Civilian Personnel Advisory Center (CPAC) immediately to correct your TSP account records.



Pre-Tax Conversion on Premiums for FEHB

This pre-tax conversion on premiums for the Federal Employees Health Benefits (FEHB) is part of the President's initiative to enhance employee benefits. This will go into effect the first pay period beginning after 30 Sep 00.



Because employees' take-home pay will increase, participation in FEHB premium conversion is automatic. Eligible employees, therefore, need take no action to participate in FEHB premium conversion and receive the pre-tax treatment of their FEHB deductions.



(NOTE: The only exception is on-board re-employed annuitants, whose participation in FEHB premium conversion will require an election.)



Because this change is automatic on the first pay period beginning after 30 Sep (unless waived), eligible employees will see the change on 8 Oct 00. Once the conversion takes effect, employees will continue to participate indefinitely, until or unless they waive their participation.

All eligible employees will have an initial opportunity to waive participation in FEHB premium conversion.



Thereafter, there will be two opportunities for an employee to waive participation - during the annual FEHB Open Season; or, at a qualified election change event.



**LEARNING THE ROPES
WITH HRDD**

Continued Education a Plus

(Perry Blake, HRDD) Do you want to get your college degree? Do you already have a college degree, but want to get a graduate level degree?

At many installations, personnel at the local education center will help you structure a course of study to achieve your educational goals. They can help you get started or get you motivated to complete your degree plan.

In today's world, the key to career advancement is often additional education.

Take advantage of the training offered by your organization. Remember, in the words of Robert Louis Stevenson, "Life is not a matter of holding good cards, but of playing any hand well." Education can give you the skills to maximize your hand.



Rating Regional Training

(Darla Otto, HRDD) What is Regional training? The SWCPOC HRDD defines it as:

Providing training by any means possible to ensure that the employees within the Southwest



Region have the tools and knowledge required to meet their mission.

Regional training is delivered in a variety of ways - formal classroom instruction, computer-based training, correspondence courses, Video Tele-Conference, Video Tele-Training, or video/audio tape.

The future of regional training is **Distance Learning.**



Distance Learning is a means by which training can be provided to a larger number of students for a lower cost per person. The cost savings/avoidance realized through Distance Learning so far this fiscal year is over \$1 million dollars!

So the question is - Is Regional Training effective? We think it most definitely is. But we want to hear from you. Tell us how you feel about it. We love getting your feedback!



Join Toastmasters!

(Sherelia Webb, HRDD) Are you looking for a safe non-threatening environment to overcome your fear of public speaking? Toastmasters is the solution.

Through Toastmasters, you can achieve the following:

♦ Ability to receive, accept and give positive feedback.



Feedback is a key to improvement because it provides ways to achieve change. Feedback addresses the process and Toastmasters teaches that feedback is not just a personal attack.

♦ Personal and professional confidence and achievement.

Toastmasters will help you organize your thoughts by following an outline. This is only one technique that will help build confidence and self-assurance.

♦ Inspiration and motivation to improve communication skills.

Incremental successes in presenting topics in Toastmasters will keep you motivated as you learn how to speak before a group of peers.

Join or start a Toastmasters Club in your area. You'll find that Toastmasters is an organization that helps you succeed.



The Making of a Leader

(Rita Orona, Functional Intern) Leadership is the process of influencing others to get things done by providing direction, motivation, and purpose.



Authors of various leadership articles agree that leaders need to be

honest, inspiring, competent and forward-thinking in order to be effective.

Effective leaders consistently follow these eight steps:

1. Set a common goal.
2. Take charge when guiding others and provide a helping hand when problems arise.
3. Communicate effectively and practice active listening at all times.
4. Be consistent to engender trust and respect. Followers need a leader they can count on.
5. Praise followers and others for their good work.
6. Delegate and empower and accept that you can't do it all yourself.
7. Take responsibility for the success or failure of the team and be responsive on on-going projects.
8. Support the followers.

Leaders are measured by their behavior. Effective and powerful leaders have a vision for excellence and earn respect for their impeccable integrity and high ethical standards.



New Automated Library

A new feature is coming soon to HRDD, the

Automated Library !

(Erlyn Caban, Functional Intern) We are in the process of making over 300 items available to you without ever leaving your office!

The database has been created which includes a library catalog of the items available for your professional and personal development.

Library materials will be available in book form, videos, audio cassettes, periodicals, CD-ROMs and CBT.

All you do is - Log into the Intranet, go to Functions and then to HRDD where it will link you to the Library. Once you make your selection, the page will generate an email message that notifies HRDD of your request. We will then ship it out to you in a flash!



Watch for our
Grand Opening !

Army War College Distance Education Course


(Lois Vaughan, HRDD) The Army War College is now being offered via distance learning as a two-year course.





The Army War College curriculum is designed to prepare selected military officers and civilians for leadership responsibilities in a strategic security environment during war or peacetime.

Enrollees who successfully complete the two-year course will receive the same military education system credit as those who graduate from a resident war college course or equivalent fellowship.

Civilian eligibility requirements are:

 DA civilian employees at GS-14/15, and high potential GS-13s who have career status and are serving in permanent competitive appointments;

 Schedule A, Excepted appointments without time limitation; or

 Employees serving under an Excepted Service appointment in the Civilian Intelligence Personnel Management System (Title 10 USC 1590) and have a minimum of three years of consecutive service under one or more permanent appointments.

To learn more and to find the on-line application process, follow this link, <http://www.cpol.army.mil/train/fy2000/ch02awcde.html>.



BLAZING NEWS

Certificate of Appreciation for VTC Facilitator

John Ray, Chief, Classification Division, presented a SWCPOC Certificate of Appreciation to Dean Genschorck, Fort Riley Facilitator at the Video-Teleconference Center (VTC). Mr. Genschorck provided expert assistance to several CPACs within the Southwest Region to ensure certification of their local VTC site. The 13 Mar 00 video-teleconference covered information on the MODERN System Deployment.

LMER PARTNERS ON THE TRAIL

Hatch Act Rules



In anticipation of the upcoming elections this chart summarizing the kinds of political activity federal employees can and cannot engage in is now available from the Office of Special Counsel.

In addition to a short explanation of each of these "Hatch Act" rules, the chart gives examples, advises employees of how to obtain



an advisory opinion, explains how to file a complaint, and describes the range of penalties for Hatch Act violations.

A color chart that explains all the provisions of the Hatch Act can be printed from: www.osc.gov/documents/haflyer.pdf.

New FMLA Rules Issued

FMLA New Family and Medical Leave Act (FMLA) rules have been issued by OPM informing agencies and employees of deadlines for invoking the leave, medical certification that must be produced to take the leave, and the use of annual and sick leave in conjunction with FMLA leave.

Under the FMLA, employees are entitled to up to 12 weeks of unpaid leave during a 12-month period for a serious medical condition, or to take care of a family member with a serious illness. Employees may also use FMLA leave for the birth or adoption of a child.

The rules are effective beginning
7 Jun 00.

Settlement Agreements

Draft settlement Agreements must be coordinated with the SWCPOC **before** employees and management officials sign the documents to finalize the terms.

Send all settlement agreements to the Office of the Director, SWCPOC,

Hard-copy draft settlement agreements can be faxed to us at (785) 239-2393, or you can send them via email to:

Linda Ranallo
(ranallol@cpocswr-emh1.army.mil)

Or

Lucy Gonzalez
(lucy.gonzalez@cpocswr-emh1.army.mil).



Your feedback is important
to us.

Send comments or
suggestions to:

Lucy Gonzalez, SWCPOC,
DSN 856-0015, FAX 856-
2393,

[lucy.gonzalez@cpocswr-
emh1.army.mil](mailto:lucy.gonzalez@cpocswr-emh1.army.mil)